

FOIAb3b1

~~RESTRICTED~~
2630 K Street, Northwest
Washington 25, D. C.

November 21, 1947

25X1X8

In two recent cases this office has suffered embarrassment as a result of informal correspondence between chiefs of field bureaus and their staffs discussing possible employee transfers between missions, this correspondence having been interpreted by the employees concerned as a semi-official commitment to the transfer.

It should be made clear to employees that all personnel actions are requested of Personnel Branch by this office. When practicable, contemplated personnel actions should not be discussed, particularly in writing, with the employees involved in advance of clearance from this office. If it appears desirable to make informal exploration of possibilities prior to such clearance, the discussion is to be conducted on a clearly tentative basis, and with the exercise of caution against possible misinterpretation.

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PKE:bhr

Chief, [REDACTED]

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Copy to:

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cc: Administrative Office

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